



National Youth Service

PHASE V

***FREQUENTLY ASKED QUESTIONS AND
ANSWERS
FOR PROSPECTIVE BIDDERS***

10 April 2026

Application Process

1. What should be submitted as part of the application?

Submit one original hardcopy version clearly marked "Original" and a softcopy/electronic version in PDF-Format (digital copied versions of the original on a Flash-drive/USB/Memory Stick).

2. The tender documents have been provided in PDF format, how should we complete them electronically?

The documents are to be downloaded from the e-Tenders and NYDA website, can be completed in ink.

3. Is the tender drop-off only done at Head Office? Are there no regional offices which can be submitted as well?

The submission must only be submitted to Head Office at 7 Naivasha Road, Sunninghill, Johannesburg. No regional offices will be allowed to accept tender submissions.

4. Can we submit the tender documents with just the Tax Compliance Pin or is the CSD registration compulsory?

Bidders are encouraged to submit the tender documents with CSD reports or provide the MAAA.... number in SBD 1.

5. How will other sectors like the Arts and Creative sector be represented in this 5th Phase?

Youth Service is a way of enabling young people who wish to contribute to building a robust and vibrant environment in their communities to do so. It builds on research that shows that young people who are active and engaged in their communities are far more likely to succeed in employment and income generation than those who are not. Activities are broad enough to include:

- a. Surveys and Digital Mapping. e.g.: (1) Infrastructure and Service Mapping, (2) Mapping service delivery which can inform better provision of services, (3) Economic and Social Surveys
- b. Sports and Recreation
- c. Arts, Culture, Entertainment
- d. Learner Support Programmes
- e. Social Support Services, Solidarity and Care
- f. Early childhood development/Early Learning that increases the ante-natal health of mothers and prevents physical stunting

- g. Food security/nutrition
- h. Community Works, Revitalization, and Greening programmes

Please note where a bidder proposes an intervention that falls outside the Community Service activities listed above, the applicant will not be disqualified from the process.

6. How should we complete the budget template if it has been shared in PDF format?

Bidders can copy & paste the information that is provided into Excel and complete.

7. Kindly advise if one NPO can submit more than one proposal for different services.

Each bidder must submit only one proposal as Lead Applicant.

8. If we bid as a consortium, do we have to submit the compliance documents for all the different members of the consortium or the lead bidder has to submit all of its compliance documents.

Only the Lead Applicant will be required to submit the compliance documents at application stage. If the proposal is successful, the consortium partners will be required to submit specific compliance documents which will be detailed at contracting.

Eligibility

9. Will NPC/ NPO with 2 years Audited financial statement be eligible to apply?

All bidders must have two (two) years audited Annual Financial Statements (AFS). In the application, bidders must submit any completed documents for any year, if the 2006 audit has not been finalized.

10. Why does the NYDA require Audited Annual Financial Statements?

We require audited annual financial statements because this programme involves the management of public funds at scale. Audited financials provide independent assurance that the organisation has sound financial controls, proper governance, and the capacity to manage funds responsibly.

This is not about excluding organisations — it is about protecting both the programme and the young people we serve. Organisations that do not yet meet this standard are encouraged to build their capacity and can be supported to participate in future phases.

11. Is there a limit of how many organizations we can collaborate with?

No, there are no prescriptions or limitations on collaborations.

12. If we partner with an organization in our application and only, we were present in the briefing session, does that disqualify us from bidding?

The bidder (Lead Applicant) must have attended the compulsory briefing session.

13. How many participants should each organization have to recruit?

Tier 1: minimum of 4,000 participants and no maximum has been prescribed.

Tier 2: minimum of 300 and maximum of 1, 300 participants.

14. Will geographic locations of bidders be a consideration during this phase?

The NYS does not have a prescription on geographic coverage of projects, however bidders are encouraged to demonstrate diversity in their service areas and communities in which they will be working in. However, there is need to focus on communities that are marginalized and based in rural areas.

15. Can a private company apply as a Lead Applicant?

No, the Lead Applicant must always be an NPO or NPC and the private sector organisation should be the service provider to the lead applicant.

16. If an NPO does not have experience of working with the required number of participants, will it be allowed to partner with other organisations that can contribute to the required participants?

Yes, organisations are encouraged to form collaborations that improve their capacity to implement the NYS programme.

17. Are NPC's are allowed to apply?

Yes, NPCs are eligible to apply.

18. Will organisations with less than 1 years' experience in community service be eligible to apply?

No, organisations must have 2 years' experience to be eligible. Bidders are encouraged to form partnerships with other organisations who will improve the profile of their institutional capacity when they are submitting.

19. How should we make collaborations work for organisations that operate in small towns?

Bidders are encouraged to form diverse and far reaching collaborations to improve the profile of their organisational capacity to implement.

20. If we are a registered as an NPC with the Companies and Intellectual Property Commission (CIPC) do we still have to be registered with the Department of Social Development (DSD)?

Competitive applications will be accepted from the non-profit sectors:

- Non-profit Organisations (NPOs) as defined by the Non-profit Organisations Act 71 of 1997 (the NPO Act); and
- Non-profit Companies (NPCs) as defined in Schedule 1 of the Companies Act.

21. What kind of evidence must we provide for a robust payroll system?

Bidders must be able to demonstrate that they can register, track and pay large numbers of participants. Bidders can share examples of their system's screenshots, dashboards and examples of payroll reports.

Community Service and Payment

22. The National Minimum Wage has increased to R25,42 earlier this year. Will this be accommodated?

The Phase 2 budget should be based on the assumptions that each participant will earn at the hourly rate of R24.18 and 16 hours per week. Team leaders will earn at 125% of the hourly prescribed rate.

23. Does the team leader only work 64 hours?

Yes, all NYS participants, including Team Leaders are required to work 64 hours per month. It is the responsibility of the Implementing partners to ensure that participants only work the required hours as per the Terms of Reference.

24. Is there consideration to extend the programme from 12 months to 24 months and include work placement after? To create long-term employment.

The National Youth Service is not a job creation programme, but it seeks to create service opportunities for young people in their communities where they can earn valuable experience, while receiving income support to pursue various opportunities.

25. Is the ring fenced bank account part of the application?

No, only successful bidders will be required to open a ring fenced project bank account.

26. Is the implementation cost and operational cost a monthly budget?

No, stipend costs will be disbursed to partners on a monthly basis and Site Implementation Costs are disbursed quarterly upon satisfactory performance.

27. How should projects manage NYS disbursements and funds from external sources?

All funds will be deposited into a ring fenced account that will be opened for the purpose of the approved project and any additional funds from external partners must also be deposited into the same account to finance all project operations.

Beneficiaries

28. How will the NYDA help NGO's who are not aware of the SAYouth.Mobi platform?

All successful bidders will be inducted on how to use the SAYouth.Mobi platform and will receive dedicated support to enable a smooth experience.

29. Are we required to recruit totally new participants for Phase 5?

Yes, if a participant completed their NYS programme during any of the phases, they will not be eligible for Phase 5.

30. Is there anything that will disqualify youth from being put into the programme – such as charged offenses?

No, the NYS does not have a disqualifying criteria for participants unless it is sector specific, for example, participants who work with minors must be approved in terms of applicable laws.

31. Upon completion of 384 hours of community service, for those who have fulfilled the requirement, can they be discharged, or is it possible to grant extensions?

Participants must exit the programme as soon as they reach the required 384 hours of community service. Any extension in terms of scale-up requirements will be communicated in due time.

Project Budget

32. Is there a formula of percentage for each line item of the budget in order to determine the cost per person?

Costing should be based on the assumptions that each participant will earn at the hourly rate of R24,18 and 16 hours per week. Within the group of young people, it is envisaged that team leaders will be allocated on a ratio of one team leader for every 25-young people and earn at 125% of the hourly rate of the prescribed rate.

UIF and bank charges: Budgets must also include a maximum allowance of 3% of the stipend costs to cover employer UIF contributions and bank charges.

- Project Management 7.5%
- Tools of Trade 5%
- Skills Development & Training 5%
- Operational Costs:
- Participant Uniforms & PPE 5%
- Devices 0.7%
- Evaluation and close out costs, capped at 0.8% of the stipend costs.

NYS briefing session

33. Will we be able to get access to the briefing session presentation?

The briefing session presentation will be posted on the NYDA website by latest 11th April 2026.

General Questions

34. Are we allowed beyond this programme, to approach other government agencies and departments to partner with?

Private companies and government departments can work with an NPO, with the NPO leading the application.